

1

CONTACT US

Welcome to the International School of Tianjin (IST). Please contact IST to learn about our school's history, philosophy, curriculum, facilities and community of learners by:



Visiting our website at www.istianjin.org or by sending an e-mail to info@istianjin.net.



Phoning the school office at 86-22-2859-2001.



Faxing the school office at 86-22-2859-2007.



Visiting IST at No.22 Weishan South Road, Shuanggang, Jinnan District, Tianjin 300350, PRC (please phone for an appointment if at all possible).



INTERNATIONAL SCHOOL of TIANJIN

Working Learning Acting TOGETHER

STUDENT ADMISSION APPLICATION GUIDELINES

2 COMPLETE THE APPLICATION PACKAGE

To initiate formal enrollment a copy of the Student Admissions Application Package for each child must be emailed, faxed, posted or delivered to the school. Application packages are available from the school or can be downloaded in writable PDF format from the school website.

TO BE PROVIDED IMMEDIATELY



- 1 **Application Form A**
Student and Family Information
- 2 **Application Form B**
Student Educational Information
- 3 **Application Form C**
Parental Agreement

TO BE PROVIDED NO LATER THAN AT THE TIME OF THE STUDENT INTERVIEW



- 4 Copies of the student's school reports and official transcripts in English for students currently in Kindergarten (KG3/Year 1) or above (see details on Page 2)
- 5 **Application Form D**
Student Transfer Information for students currently in Kindergarten (KG3/Year 1) or above
- 6 Photocopy of applicant's passport and visa/Residence Permit
- 7 Photocopy of parent/guardian's passport and visa/Residence Permit
- 8 RMB2,000 Application Fee (non-refundable)

TO BE PROVIDED AT LEAST ONE DAY IN ADVANCE OF THE STUDENT'S FIRST DAY OF SCHOOL



- 9 **Application Form E**
Health Information
- 10 **Application Form F**
Physical Examination

Note: All applications are dated and coded. Students are enrolled according to a variety of criteria including: available spaces, the date of application, English language proficiency, other siblings currently enrolled in the school, past school records, individual needs, etc.

3 ATTEND STUDENT INTERVIEW

New students and at least one parent are required to meet with a school administrator before a final admission decision is made. For this process to continue, the following steps must be taken:

1. Submit Steps 1 to 3 in Section 2 above (Student Admissions Application Forms A to C)
2. Schedule a meeting with a school administrator by phoning the school office at 2859-2001, or via email.
3. Students may be required to sit English Second Language (ESL) or other tests at this time.
4. Please provide a translator if required. IST provides Korean and Chinese translation upon request.

Note:

- i: All documents in Steps 4-8 in Section 2 above must be provided by the time of the student interview.
- ii: The requirement for a student interview prior to the confirmation of a place may be waived by an administrator for students currently living outside Tianjin provided Steps 4 to 8 are complete and student records/transcripts are of an acceptable standard.

4 ADMISSION DECISION MADE

Parents will be telephoned or emailed and informed whether a place is currently available for their child within 2-3 school days of the interview if confirmation was not given during the interview.

If parents verbally accept the offer of a place or accept via email, the Admissions Office will forward to them a letter of welcome stating the official starting date for the student along with two forms for the parents to complete: a form confirming acceptance of a place at IST and a Payment and Company Information form. Parents are required to complete the attached forms and return them to IST within five working days to ensure that the student's place is confirmed and guaranteed.

Note: All relevant school fees must be paid within four weeks of the start of school.

5 ENROLLMENT EVALUATION

Parents will be contacted by the Admission Office within the first month of attendance to ensure that the transition into our school has been positive and to gain further parental feedback on the student at this early stage of their enrolment and on the enrolment.

Welcome to IST!